



## **Job Description**

Accountant  
**SutroVax Inc.**

August 1, 2017

## **Company Profile:**

SutroVax is a biopharmaceutical company dedicated to the delivery of best-in-class conjugate vaccines and novel complex antigen-based vaccines to prevent serious infectious diseases. SutroVax's lead product candidate is a pneumococcal conjugate vaccine (PCV) that is designed to prevent invasive pneumococcal disease caused by *Streptococcus pneumoniae*. SutroVax's broad-spectrum PCV is designed to provide expanded protection against circulating strains of *pneumococcus* and has the potential to replace the current vaccines used in infants and adults. SutroVax has generated pre-clinical proof-of-concept with its broad-spectrum PCV when compared head-to-head to current vaccines using well accepted immunological endpoints. In addition to its lead PCV product candidate, the Company also has a promising antigen discovery effort and early-stage pipeline addressing other disease areas.

SutroVax's conjugate vaccines are developed utilizing the Company's exclusive rights to Sutro Biopharma's Xpress CF Platform, a cell-free protein synthesis technology. SutroVax closed its Series B round in 2017 and is financed by an international syndicate of experienced, blue-chip venture capital and corporate venture investors with \$88M in capital raised since inception.

## **Summary:**

SutroVax is looking for an energetic and talented Accountant who will be responsible for managing the day to day accounting activities including accounts payable, accounts receivable, general ledger, and the balancing and reconciliation of accounts. The successful candidate will ensure accuracy and compliance with all accounting regulations.

## **Essential Functions:**

- Manage the day to day accounting activities including accounts payable, accounts receivable, general ledger updates, and the balancing and reconciliation of accounts
- Manage monthly credit card coding and reconciliation to be processed for payment
- Process check run on a weekly basis
- Maintain accurate daily filing of payables and receipts and any other accounting documentation
- Year-end production of 1099's to vendors
- Answer correspondence; distribute mail and filings for the Accounting Department, answer internal and external inquiries
- Assist with yearly financial audit
- Assist with technical research
- Assist with implementing policies and procedures in accordance with GAAP

## **Requirements:**

- Bachelor's degree in Accounting

- 5+ years relevant experience
- Experience in Technical and Operational accounting
- Must have good knowledge of GAAP
- Experience with stock compensation in accordance with FAS123R a plus
- Excellent attention to detail and organizational skills
- Advanced knowledge of MS Office including Word, Excel, Outlook and PowerPoint
- QuickBooks software experience
- Ability to work well under pressure and adhere to guidelines
- Strong interpersonal skills, with excellent written and verbal communication skills

**Reports to:** Chief Financial Officer

**Location:** Foster City, California

**Compensation:**

The compensation package will be competitive and includes comprehensive benefits and an equity component.

**Send resumes to:**

[careers@sutrovax.com](mailto:careers@sutrovax.com)

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